

S. White Dickinson Memorial Library Board of Trustees Meeting Minutes
Wednesday April 19, 2023
Meeting held via Zoom

Present: Bob Smith, chair, James Ross, Cynthia Allen, Frederick Orloski, Lawrence Ashman, Bob Klinger, Cyndi Steiner, Director

1. **Call to order:** Bob Smith called the meeting to order at 6:01 pm.
2. **Minutes:** The meeting minutes from the March 9 meeting were reviewed with one correction, changing the amount of Limited Liability Insurance to 1, 000,000. Motion made by Fred, seconded by Cynthia. Passed unanimously
3. **Financial Report:** Jim reviewed line by line the projected budget for the remainder of FY23.
Cynthia had questions regarding what was approved by the Town, and what was submitted by Jim.
Bob S will forward a copy of the Library Budget Report that he receives from the Town Accountant.
4. **Director's Report:** Items that have come up since report was sent to the Board:
 - Received email from Kate Hennesey at CISA that they have decided to use another venue for their event
 - Requested to use General Donations to purchase bean bag chairs and spinning book rack for Early Reader Books in the amount of \$1420.56
Motion made by Cynthia 2nd by Larry , all approved
 - After discussion that some libraries have a line item for programming, the Board agreed that the Director should add Programming as a line item in FY25 Budget.
 - Email from MaryRose Quinn at MBLC that we will be receiving our second State Aid payment next week.
5. **Old Business:**
 - Bob S stated that there is a funding source available to pay to have the chimney repaired. Needs to wait for it to be approved by Selectboard before an official announcement can be made.
 - Bob S received an estimate from Mark Symanski to remove handicapped ramp during the front steps project. The estimate for \$3400 is higher than expected by the board. Discussion by board if

this is the route that they want to go or get another bid. Fred will ask Nicholas Jones for an estimate.

- Bob S stated that the Director's Evaluation has been completed and turned into the town to be added to Cyndi's Personnel File.
- Cyndi has completed her timeline for the Strategic Plan, asked that the Board please review the current Strategic Plan and create their own timelines.
- Window Treatments: everyone has received information from Erik at Budget Blinds was the lowest estimate

Jim questioned the need for window treatments in the Adult Stacks room given the amount of sunlight that actually comes into the room. Larry feels that this is the way to go.

Motion made by Cynthia Seconded by Larry

Yes: Cynthia, Larry, Fred & Bob K

No: Jim Ross Abstained: Bob Smith

- Card Catalog: can be declared surplus property but must be listed on the Massachusetts municipal auction site. This way it is open to all for bidding. Item has been tabled for now.
- Operations Manual: Is meant to be a living document and will be revised as needed.

Motion made by Bob K Seconded by Larry. All approved

6. New Business:

- Spring Outside maintenance update: Andrea from Andrea's Landscaping came on 4/10 & 4/11 and did outside cleanup from the winter. Just waiting on the bill
- Friends Group Update: Current members want to be done. They are filing their FY22 taxes. Not sure what the future of the group will be. Bob S states that the Trustees shouldn't be involved.
- No nomination papers were taken out for the two Trustee positions that are up for election this year.

Adjournment: Meeting adjourned at 7:13 Next meeting is May 17 at 6 pm